

**TEXAS BOARD OF VETERINARY MEDICAL EXAMINERS**  
**JOB DESCRIPTION**

<b>Job Posting:</b>	TBVME16-14	<b>Classification Title:</b>	General Counsel III
<b>Openings:</b>	One (1)	<b>Position Title:</b>	General Counsel
<b>Salary Group:</b>	B27	<b>Posting Date:</b>	August 30, 2016
<b>Monthly Salary:</b>	\$6,666 – \$7,500*	<b>Close Date:</b>	Until filled

\*Salary dependent upon experience and qualifications.

Important notice: Please read before you apply.

Veterans' Preference:

To receive veterans' preference, applicants must provide at least one the following documents with their State of Texas Application:

- a copy of the DD 214, member #4;
- a statement of compensation from the Veterans Benefits Administration; or
- a copy of the DD 1300.

The following Military Occupational Specialty codes are generally applicable to this position:

- Air Force – 92J0, 51J1, 51J3, 51J4
- Army – 27A
- Marines – 4402
- Navy – 250, 2505, 2510

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

**GENERAL DESCRIPTION:**

Performs highly responsible (senior level) legal work in support of the Board, Executive Director and the Board's Enforcement and Licensing and Examination divisions. Work involves, but is not limited to, serving as General Counsel, giving legal advice, interpreting laws and rules, writing and maintaining Board rules, preparing briefs, opinion statements and settlement documents, conducting hearings before the State Office of Administrative Hearings and assisting the Attorney General's office with matters relating to the Board. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

**DUTIES AND RESPONSIBILITIES:**

**GENERAL COUNSEL**

- Reviews and interprets state and federal laws, rules and regulations;
- Renders legal advice and counsel;
- Prepares opinions, memoranda, briefs and other legal documents;
- Assists the Attorney General's Office in preparation for trial;
- Acts as liaison between agency employees supporting agency litigation and the Attorney General's Office;
- Prepares or oversees the preparation of cases for trial;
- Consults with trial attorneys;
- Advises agency staff and the public on the interpretation and application of agency laws, rules and regulations; and
- Supervises the work of the Assistant General Counsel and Legal Administrative Assistant.

## **ENFORCEMENT**

- Participates in Settlement Conferences;
- Develops settlement documents;
- Works with Enforcement Committee, the Director of Enforcement and respondent legal counsel to ensure appropriate application of Board rules and sanctions;
- Schedules hearings before the State Office of Administrative Hearings, interrogates witnesses, and defends agency positions at hearings; and
- Assists the Attorney General's office in preparing cases for court trial and in representing the agency in matters before the court as appropriate.

## **LICENSING AND EXAMINATION**

- Works with the Director of Licensing and Examination to ensure appropriate application of Board rules.

## **LEGISLATIVE**

- Reviews, analyzes and tracks legislation relating to the agency;
- Drafts bills and amendments for legislative consideration as needed; and
- Represents the agency before legislative committees as directed by the Executive Director.

## **BOARD RULES**

- Drafts Board rules in accordance with state and federal regulations, submitting them to the Board for review and approval; and
- Reviews and maintains agency rules to ensure relevancy and appropriateness.

## **ETHICS ADVISOR**

- Acts as the agency Ethics Advisor, advising staff and Board members on appropriate application of Ethics laws and conduct.

## **MINIMUM QUALIFICATIONS:**

Graduation from an accredited law school with an LL.B or J.D. degree; Possess a license to practice law in the State of Texas; six years full-time, wage-earning experience as a licensed attorney. Prefer 3 years of litigation experience and two-years of regulatory experience.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable state and federal laws, rules, regulations, and statutes; knowledge of legal principles and practices; knowledge of agency structure, policies, procedures, rules and regulations preferred.
- Ability to interpret and apply rules, regulations, policies, and procedures; prepare clear and accurate opinions and briefs; coordinate with other staff, departments, officials, agencies, organizations, and the public; communicate ideas and instructions clearly and concisely; prepare cases for trial.
- Ability to prepare and maintain accurate records, files and reports; and plan work in order to meet established guidelines.
- Ability to work with multiple assignments simultaneously while maintaining high quality and accuracy.
- Ability to deal with board members and the public in a professional, courteous manner.
- Ability to operate office equipment and systems.

**EQUIPMENT/SOFTWARE USED IN PERFORMING ESSENTIAL FUNCTIONS:**

Equipment: Personal computer, printer, fax, copier. Software: Word, Excel, Outlook.

**WORKING CONDITIONS:**

Climate controlled office environment.

**CONTACT WITH OTHERS:**

Communicates with a wide range of people by phone and in person as well as in writing on a daily basis.

**TO APPLY:**

Complete a State of Texas Application form and submit it to:

**Texas Board of Veterinary Medical Examiners**

**Attn: Human Resources**

**333 Guadalupe 3-810**

**Austin, Texas 78701**

**Fax: (512) 305-7574**

**RESUMES WILL NOT BE ACCEPTED IN PLACE OF A COMPLETED APPLICATION.**

**The Texas Board of Veterinary Medical Examiners is an Equal Opportunity Employer** and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors. Applicants should communicate requests for disability-related accommodations during the application process to our Human Resources Office at (512) 305-7563.

**Proof of Identity and Eligibility to Work in the United States:** The Immigration Reform and Control Act of 1986 requires all new employees to present proof of identity and eligibility to work in the United States.

**Selective Service Requirement:** Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.